

PLAINTIFF'S SMALL CLAIMS PACKET INSTRUCTIONS

PLACER COUNTY SUPERIOR COURT

Office hours Monday through Friday 8:00AM to 3:00PM

Small Claims Filing Fees:

Filing Claim for \$1500.00 or less	\$30.00
Filing Claim for more than \$1500.00 but less than or equal to \$5000.00	\$50.00
Filing Claim for more than \$5000.00 but less than or equal to \$10,000.00 (Claim by natural persons only-non business)	\$75.00
Filing Claim by person who has filed more than 12 small claims in California within the previous 12 months	\$100.00
Service by clerk for certified mail-charge is per defendant	\$15.00

SMALL CLAIMS FORMS:

Small claims forms can be accessed at the following websites:

www.courtfo.ca.gov/forms or www.accesslaw.com

Small claims form packets are sold at the front civil counter for \$5.00

SMALL CLAIMS ADVISOR

For those filing small claims, Placer County offers free legal advise. The small claims advisor can be reached at 530 823-1019. Please leave your name and phone number on the advisor's voice mail. Calls are returned between 3PM and 5PM Monday-Friday, excluding holidays.

AGENT FOR SERVICE

If you are filing a claim against a corporation, you must provide the name of the corporation's agent for service of process. An agent for service is the person designated to receive papers for a corporation. The Secretary of State has a website where you can locate the AFS information: www.ss.ca.gov

WHEN YOU FILE YOUR CLAIM, YOU WILL NEED:

1. SC-100: Plaintiff's Claim and Order to Go to Court. This is a 5 page document. Each page is numbered at the bottom SC 100 page 1 of 5. All 5 pages make one complete set for filing. Please provide one **original** plus one **copy** for **each** plaintiff and one **copy** for **each** defendant when filing your claim.
2. SC-130: Notice of Entry of Judgment. This is a 2-page document. Please only complete the plaintiff's and the defendant's box on page one. Provide the court with one original and the appropriate number of **copies** for **each** plaintiff and defendant.
3. Please provide the court with a self-addressed, stamped envelope for **each** plaintiff and **each** defendant. If you are mailing the documents in to the court for processing, you must provide one additional self-addressed stamped envelope for return of your claim.
4. Checks are made payable to Placer County Superior Court.